

## MINUTES

Civil Service Board  
Monday, November 9, 2009  
4:52 p.m. - 5:53 p.m.

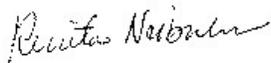
Members present: Portia Johnson, Robert Zallar, Michelle Hooey  
Others present: Kim Hall, Cliff Tanner, Lisa Wilson, Gordon Ramsay, Erik Simonson, Marnie Grondahl, Jean Mattson

1. APPROVAL OF MINUTES
  - A. October 20, 2009 - **approved with revision**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Community Service Officer (New) - **approved**
  
3. APPROVAL OF ADVERTISING
  - A. Buyer (Open) - **approved**
  - B. Clerical Support Technician (Open) - **approved**
  - C. Deputy Fire Marshal (Promo) - **approved**
  - D. Fire Equipment Operator (Promo) - request to extend advertising to 11/13 - **approved**
  - E. Utility Accounts Receivable Specialist (Open) - **approved**
  
4. OLD BUSINESS
  - A. Response to question from Civil Service Board - Minnesota Department of Administration Advisory Opinion: 05-040 - **appeal denied**
  
5. NEW BUSINESS
  - A. Notification of a demotion of a City employee - **approved**
  
6. APPEALS

None
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Police Officer (Corrected) - **approved**
  - B. Public Information Coordinator (Open) - **approved**

**There being no further business to come before the Board, the meeting was adjourned at 5:53 p.m.**

Respectfully submitted,



Renita Neibuhr  
Clerical Support Technician